



**THE SINGAPORE ASSOCIATION OF THE
INSTITUTE OF CHARTERED SECRETARIES & ADMINISTRATORS**

***APPLICATION FOR
RE-ELECTION TO:***

☆ ASSOCIATESHIP

☆ FELLOWSHIP

☆ GRADUATESHIP

☆ Please tick where applicable

(To be completed by applicant, please underline surname)

Name of Applicant: _____ (*Mr / Mrs / Ms / Mdm)

NRIC No. _____ Employment Pass No. _____ Work Permit No. _____

Home Address _____

_____ Singapore (_____) Date of Birth: _____

Telephone (Res): _____ HP: _____ Email: _____

Membership No. _____ * Grad.ICSA / ACIS / FCIS

Date of election as an Associate / Fellow or Admission as Graduate (if applicable): _____

Date of completing the Institute's examination: _____

*Delete where inapplicable



FOR OFFICE USE ONLY

DATE RECEIVED: _____

CHECKED BY: _____ DATE: _____

TABLED AT THE SAICSA MEMBERSHIP COMMITTEE MEETING ON:

APPLICATION FEE RECEIVED: CASH/NETS/CHEQUE NO. _____

BANK: _____ AMOUNT _____

O/R

DATED:



(Applicants are required to read the attached notes carefully before completing and use block letters and black ink, or typescript, throughout.)

I. To: The SAICSA Membership Committee

I hereby apply for re-election as *Grad ICOSA/Associate/Fellow of SAICSA. I agree to pay all future fees and subscriptions for which I become liable. I undertake to be bound by the provisions of the prevailing SAICSA's Constitution and By-laws for the time being in force.

* Delete where inapplicable

In support of my application, I furnish the particulars on pages 2, 3 and 4 herewith and enclose S\$ _____ in payment of the following. (Cheque should be made payable to "SAICSA")

Re-election Fee	\$561.75
*Outstanding Subscription	
*Current Subscription	
*(to be confirmed by SAICSA)	_____
	=====

I understand that a copy of these documents will be sent to me on re-election.

To support my application for re-election to membership, I make the following declaration in terms of my character and standing:

Yes No

- 1. I am not an undischarged bankrupt and my affairs are currently not subject to any arrangement with creditors or other external administration or any such proceedings which are pending against me.
- 2. Within the past five years, I have not been convicted of any offence of such a nature that, if I had been a member of the Institute/Association at the time, would have been likely to have given rise to disciplinary actions being taken against me by the Institute/Association under its Bye-laws.
- 3. Within the past five years, I have not conducted myself, whether by act or default in a manner that, if I had been a member of the Institute/Association at the time, might or would likely to have been discreditable to the Institute/Association having regard to the Institute's Code of Professional Ethics and Conduct.

(Note: if the answer to any of the above is No, please provide further information)

Signature of Applicant _____ Date _____

II. Employment Details

Present Organisation _____

Job title _____ Date of Commencement of employment

D	D	M	M	Y	Y	Y	Y

Address _____ Tel No. _____

_____ Fax No. _____

_____ Post code _____

Type of business _____ Office Email _____

III. Annual Income Range: -

(Please tick)

- Up to S\$ 15,000 S\$ 15,001-S\$ 25,000 S\$ 25,001-S\$ 50,000
- S\$ 50,001-S\$ 75,000 S\$ 75,001-S\$ 100,000 S\$ 100,001 and above

IV. Employment History (Please give a full career history, in chronological order)

* The referee should in each case be a senior officer in the organisation concerned. The referee is asked to certify from personal knowledge that the information, given by the applicant in the section next to the referee's signature, is correct. The referee is invited to provide any remark or amplification considered relevant, in a supporting letter.



Name of organisation			
Job title			
From	<input type="text"/> D D M M Y Y Y Y	To	<input type="text"/> D D M M Y Y Y Y
REFEREE (see note above*)		Rubber Stamp of Organisation	
Name (BLOCK LETTERS)			
Designation			
Signature & Date			



Name of organisation			
Job title			
From	<input type="text"/> D D M M Y Y Y Y	To	<input type="text"/> D D M M Y Y Y Y
REFEREE (see note above*)		Rubber Stamp of Organisation	
Name (BLOCK LETTERS)			
Designation			
Signature & Date			



Name of organisation			
Job title			
From	<input type="text"/> D D M M Y Y Y Y	To	<input type="text"/> D D M M Y Y Y Y
REFEREE (see note above*)		Rubber Stamp of Organisation	
Name (BLOCK LETTERS)			
Designation			
Signature & Date			

(If the page is insufficient, please photocopy an additional sheet to complete.)

V. Further and/or higher education (academic qualifications)

Tertiary Institution	Dates		Full Time or part time	Degree, diploma certificate obtained
	From	To		

VI. Other professional qualifications obtained

Name of professional body	Dates		Full Time or part time	Designatory letters	Date elected to membership
	From	To			

VII. Active involvement in Association's activities or related professional matters

VIII. Sponsors' recommendation

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Name of applicant

We, the undersigned, having known the above named for the period set against our names, hereby recommend him/her, from our personal knowledge, as a fit and proper person for re-election as *Grad ICOSA/Associate/Fellow of the Institute/ Association.

* Delete where inapplicable

1. Name _____ (BLOCK LETTERS)	Professional/occupation _____
Address _____	Period known _____
_____	Organisation _____
_____	Tel No. _____
_____	Insert FCIS/ACIS (if a chartered secretary) _____
Signature _____	Membership No. _____
_____	Date of Signature _____
2. Name _____ (BLOCK LETTERS)	Profession/occupation _____
Address _____	Period known _____
_____	Organisation _____
_____	Tel No. _____
_____	Insert FCIS/ACIS (if a chartered secretary) _____
Signature _____	Membership No. _____
_____	Date of signature _____

* Delete where inapplicable